

Employee Suggestion - [] No. 138

25 1A9A

A. Information about the Suggestor:

[] GS-7, Intelligence Assistant, FE

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B. Summary of the Suggestion:

The suggestor proposes that there be devised a standardized system of organizing operational material in each of the two sections, FM and PP, DD/P at desk level.

C. Proposed Method:

The suggestor proposes that each section have in safe files under: Item A: Project and related HQS correspondence up to the approval of the project. Item B: HQS correspondence relative to the project or operation after its approval. Item C: All incoming and outgoing dispatches relative to the project. Item D: All incoming and outgoing cables relative to the project or operation. Further, the sections shall maintain operations cards (8X5) on which a chronological history of all memos, dispatches and cables are carded.

D. Estimated Savings:

The suggestor makes no estimate of monetary savings.

E. Evaluation:

The Chief, Records Integration/DD/P does not recommend the adoption of the suggestion for the reasons he states below:

" . . . project files should be divided chronologically rather than by document category The maintenance of 5 X 8 summary cards is not recommended because their preparation would add to the work load of the Offices, and always presents a risk of inaccurate information becoming the basis of operational action. In addition, these cards could not serve as a permanent microfilmed record of



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that "One section Chief and an Assistant can easily monitor all material coming across their desks and keep the cards and files up to date and still have time to study the operations." . . . "It is felt that the employee has not given proper weight consideration to the operational and primary purpose of the files concerned, and is placing too much emphasis upon the maintenance of a superfluous index."

F. Note:

Rejection of this suggestion appears indicated for the reasons stated above. A commendatory letter expressing appreciation of the Committee for the suggestion's interest is recommended.